

STUDENT ATTENDANCE MONITORING

CHECK POINT RECORDING USER GUIDE

CHECK POINTS OVERVIEW

The check points system allows you to record and confirm whether students have been engaging or not with their programme of study. Each student should have at least two or three check points recorded each year (dependent on taught or research status). The check points will be monitored by Research and Innovation Services (RIS) and the Taught Programmes Office (TPO) to assist with the university's requirements to ensure overseas students are attending as required by UK Visas and Immigration (UKVI), and also to identify any students whose engagement is cause for concern and for whom referral to Faculty Review for progress may be appropriate (following consultation with the owning department).

There are specific periods when check points should be recorded, depending on the type of programme a student is on.

CHECK POINT DATES

The dates check points can be recorded are:

Undergraduate

November	Optional check point
Mid-February to Mid-March	Required autumn semester check point
Mid-June to Mid-July	Required spring semester check point

Postgraduate Taught

November	Optional check point
Mid-February to Mid-March	Required autumn semester check point
Mid-June to Mid-July	Required spring semester check point
September	Optional check point

Postgraduate Research

January	Required check point
May	Required check point
September	Required check point

The Student Attendance Monitoring (SAM) system will generate the following automatic email reminders which will be sent to departmental Primary and Deputy SAM Contacts and Uploaders :

- Day 1 of the Check Point window opening – to advise staff that the Check Point window is open
- 7 days prior to closure of the Check Point window – you will receive an email if any Check Point data is outstanding for your department, indicating that only 7 days remain to record Check Point data.

- 3 days prior to closure of the Check Point window – you will receive an email marked “URGENT” if there are still Check Points outstanding for your department, indicating that only 3 days remain to record Check Point data.

CHECK POINT RECORDING

Check Points should be recorded in the Student Attendance Monitoring system at www.shef.ac.uk/attendance (or via MUSE, Staff Applications tab, Student Attendance Monitoring). After logging in, click on “Check Points”. You will see this search box:

Check Points

Please select a student population to view and record checkpoints:

☒ Students by department ☐ Students by programme ☐ By supervisor

Student Level:
ALL ▾

Degree Class:
☐ Undergraduate ☐ Postgraduate Taught ☐ Postgraduate Research

Registration Status:
Check Point Required ▾

Department:
Academic Unit of Child Health ▾

Sort Order: ☒ Alphabetical ☐ Percentage Missed ☐ Number Missed ☐ Last Attendance



Options:
☒ Only Show Students by Home Department
☐ Include Students Who Have Completed Their Course

There are three options for viewing and recording Check Points:

- By Department
- By Programme
- By Supervisor

Search parameters available on this page are:

Student Level	This is the study period a student is in. Level 1 (First year) students are in period A, level 2 (second year) students are in period B, level 3 (third year) students are in period C, etc. You may also select to see “All” student levels. (*See note below).
Degree Class	Selection for undergraduate, postgraduate taught or postgraduate research student types.
Registration Status	Changes the registration status group displayed (eg: students who are attending, who have completed, etc) *See Note below
Department	Select the department for which you are loading Check Point data.
Sort Order	Choose an option to determine the sort order of the listing.
Options	Options are available to narrow the search to show: <ul style="list-style-type: none">• only students whose home department is the one indicated in the “Department” field• students who have completed their programme of study

 The student is on a leave of absence <i>Select this if the student has been on leave of absence for all or most of the period since the last Check Point and for whom, therefore, it is not reasonable to confirm whether or not they are engaging with their programme of study. (See next section below for further guidance).</i>
 The student's engagement is giving cause for concern. <i>Select this if you are beginning to have concerns about the student's engagement on the programme of study but not to the point where the student can be deemed to be not engaging fully.</i>

In addition, if you have returned a student as not engaging (✗) or engagement is cause for concern (🚩) the system has the facility to allow you to load comments/information against individual students, to advise on concerns and action taken already. These comments can be inserted by clicking on the "💬". These comments will then be reviewed by staff in the Taught Programmes Office as part of their check point monitoring follow up procedures and should help inform and therefore reduce the number of follow up queries generated.

CHECK POINT FLAGS IN CASES OF LEAVE OF ABSENCE

Students who are currently on LOA (Leave of Absence) and students who have been on LOA during the period since the previous Check Point but who returned to studies before the current Check Point, will be listed when Registration Status "Check Point Required" has been selected. Students falling into these categories will be highlighted by the addition of an exclamation point (!) in the listing. Please consider the following in determining what Check Point flag to return for such students.

1. If a student has been (and still is) on LOA for the whole duration of the period from the previous Check Point to the current Check Point, their Check Point flag should be set to 'L'.
2. If a student is currently on LOA, but only went on LOA after the previous Check Point, then:
 - a) If for the majority of the period since the previous Check Point the student was registered and supposed to be attending, then the department will need to flag up whether they were engaged or not with their programme of study (ie: flag as tick or cross). For example, this is a likely scenario for a student who was attending for the Autumn semester and then goes on LOA from the start of the Spring semester (beginning of February) and the department is loading AUT semester Check Point data later in February.
 - b) If for the majority of the period since the previous Check Point the student was on LOA, then the department will probably want to flag the Check Point as 'L' and not a tick/cross, as there would have been very little time at the start of the period when they were supposed to be attending to judge engagement. For example, this scenario is likely where a taught course student has been allowed to take LOA at non-standard times, say just after start of the new

academic session (or just after the start of semester 2) to return the same time next year. The AUT (or SPR) Check Point would therefore be flagged as 'L'.

3. If a student went on LOA after the start of the previous Check Point but returned to studies not long before the current Check Point and is currently FR/PR/TEMP, then you may feel that a Check Point flag of 'L' is more suitable than a tick or cross, to indicate they were on LOA for the majority of the period since the previous Check Point. For example, this scenario might be possible where a PGT student has taken LOA for a period starting after the SPR semester Check Point and then returned to resume their dissertation studies in late summer. The September Check Point, if used, would therefore be flagged as 'L'.

4. With regards to PGR students the timings of start/end of LOA are even more fluid, so cases are even more likely to fall into one or other of the above scenarios.

SPREAD SHEET UPLOADS

Instead of entering the Check Points through the Check Points screen described above, you can download a spreadsheet in which to record Check Point data. To do this you need to run a search on the Check Point screen to generate the student listing then click on the link which is at the top of the student list:



This will open a spreadsheet with all of the students details pre-filled. The spreadsheet should be downloaded and completed by adding in the Check Point values for each student using the numbers:

1	The student is engaging with their programme of study
2	The student is not engaging with their programme of study
3	You are querying if the student is engaging or not with their programme of study (you should upload the sheet again once you have determined their engagement)
4	The student has spent most or all of the period since the previous check point on Leave of Absence
5	The student's engagement is giving some cause for concern

The column "Comment for Not Engaging / Engagement Concern" allows information to be loaded against students being returned as s not engaging (2) or engagement is cause for concern (5). This column should be used by departments to advise on concerns and action taken already. These comments will then be reviewed by staff in the Taught Programmes Office as part of their check point monitoring follow up procedures and should help inform and therefore reduce the number of follow up queries generated.

Once completed, the sheet can be uploaded in the 'Attendance Monitoring via Upload' section of the system, or by using the shared network folder. Please see the 'Attendance Data Upload' User Guide for more details.